

Morinville Public Parent Fundraising Association

Minutes

Morinville Public School *November 4th, 2024*

Morinville Public School Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Metis, Dene and Nakota Sioux. We acknowledge all of the many First Nations, Metis, and Inuit whose footsteps have marked these lands for centuries.

Attendees: Moriah Ralph, Megan Knahs, Mary LeBreton, Tasha Collins, Kristen Moltzan, Caelie Landry, Michelle Keller, Aimee Blanchette, Courtney Derouin, Alison McIntyre

1. Meeting called to order: 6:43pm

2. Adoption of Agenda as presented:

MOTION TO APPROVE BY: Michelle Keller *Carried unanimously*

3. Approval of Minutes as presented:

MOTION TO APPROVE BY: Michelle Keller *Carried unanimously*

4. Principal Report

Kristen Moltzan and Caelie Landry – Nothing to report at this time.

5. Chair Report

- Cookie day was October 24th, 2024 and the purchased cookies were Sobeys and Kimberly cookies. The nut-free option was well received. Gluten free and dairy free options were also available. There was increased participation for the October day vs. the September day.
- Halloween Dance – Allison McIntyre provided update
 - i The dance went really well, and the DJ was fantastic. There was great feedback from parents – the dance fostered a great sense of community.
 - ii Opportunities for improvement:
 - 1 For pay at the door patrons, explore digital options.
 - 2 We didn't receive as many donations as possible. Mary inquired if a business makes a donation can they make it a taxable donation. Courtney will look into issuing taxable receipts.
 - 3 A parent inquiry about proximity of a change table during the dance prompted a review of sourcing a change table that can be placed closer

to the gym. Michelle has a pack n' play with integrated change table she is willing to donate.

iii Allison proposed a spring Luau Dance

- 1 Décor would have to be sourced for this theme. Michelle indicated a class was making palm trees w/ pool noodles. A parent provided feedback to Aimee about access to a change table for her baby. Is there a place closer to the gym where we can place it for family friendly events. Michelle has a pack and play.

Action Items and person(s) responsible:

- Look into issuing taxable receipts for businesses that make donations: Assigned to Courtney
 - Connect with Kendra about a date for a spring dance: Assigned to Aimee
 - Inquire with Kendra about a storage space for a pack n' play: Assigned to Aimee
- Hot Dog Lunch – November 1st was the first hot dog lunch day. It went well, good feedback from participants. There were 31 donations (full meals), but there was a challenge distributing the donations.
 - i New electric roasters are needed
 - ii Need to communicate with Kim about meal/lunch/snack times
 - iii Allison – For donations, can we donate to a specific child? Or can we take that donation and make it a donation directly towards the PFA or Food for Thought? Could take those donations be saved for a school wide lunch at a later date?
 - iv The next hot dog lunch through Healthy Hunger to eliminate the service fees associated with e-transfers. We currently received 30 free e-transactions and then charged 0.80\$ for each subsequent transaction. Doing it through Healthy Hunger would be more cost effective and efficient as they also produce the class list. There is a service fee, but it will be less than the fees through the bank. The dance may be able to run through this service as well.
- AGLC Account
 - i The AGLC account is up and running.
 - ii Raffle box is up and running. Aimee is in the process of confirming which account the funds will go into. Once everything is finalized Aimee will post that it is open. The first draw will be December 20th, at 2 or 2:30pm (Aimee to confirm). Tickets will be sold until 11:59pm December 19th. Aimee will post a QR code on the Facebook page. People purchasing tickets have to be residents in Alberta. There is a one time \$100 activation fee paid at the end of the first raffle. Potential prize of \$10,000 (licence up to \$20,000). There are additional service fees that are to be paid out following the closing date of the raffle.

- Grant Writer
 - i Aimee connected with Kim Street from KJ Street Consulting. KJ Street Consulting focuses on small groups needing grant writing support. They work with the group from the start to finish.
 - ii The PFA's current goal is to raise \$250,000 to \$300,000 for a new playground.
 - iii KJ Street Consulting grant writer fees will be \$3500 to 4000\$. They charge by service, they also help with tax receipts, donations in kind, corporate letter writing.
 - iv They have requested letters of support which can include letters from the Morinville Mayor, MLA, kids, etc.
 - v Once we break ground on a project, we are unable to apply for anymore grants towards that project.
 - vi Once grant writing begins, it's estimated to be 24-28 months to see a playground.
 - vii We are unable to add components to the existing playground structure, although the 'we-saw' can be replaced as it's an independent structure.

Action Items and person(s) responsible:

- Send out a letter of support template: Assigned to Aimee
 - Meet with playground builders to get quotes: Assigned to Aimee and Kendra
- Change in signing authorities on PFA account
 - i Sheena has been removed and Aimee has been added.

6. Hot Lunch Coordinator Report

- Shumka Ukrainian Food Oct 18
- Upcoming Pizza Hut Nov 22
- Schedule is on Healthy Hunger

7. Treasurer Report – Courtney Derouin

- The two accounts have been combined
 - i General and hot lunch accounts have been joined.
 - ii Elks' fundraiser closed after last weekend– still outstanding.
 - iii October 24th, 2024 Cookie Day profits - \$233.92
 - iv Halloween Dance Profits - \$571.48
 - v Hot Dog Lunch Orders - \$641.43
 - vi Total October profits - \$2672.83 \ 560.34 for expenses. Net balance for the month of October is \$2112.49

8. Old Business

- Purdy's fundraiser
 - i Is up and running. Whichever grade raises the most will get a pizza party. Pizza party date and budget TBD.

- ii Place and pay for orders by November 27, 2024.
 - iii Orders to be picked up December 15, 2024.
- December hot dog day
 - i Proposed date – TBD December 6th or 13th?
 - ii Motion for hot dog day budget of \$400

MOTION TO APPROVE BY: Michelle Keller *SECONDED BY:* Courtney Derouin

- A bake sale will take place in coordination with the Christmas Concerts
 - i French immersion and Pre-K concerts are on November 28th, 2024.
 - ii Concerts are December 3rd and 5th, 2024
 - iii A call for baking donations will be put on the Facebook page. An ingredient list must be clearly listed for all baking items donated.
 - iv Bake sales will be made by donation.
 - v Volunteers will be needed to run the bake sale booth.
 - vi A suggestion was made to run a Silent Auction during the concert. Allison suggested to do it during the spring dance. Consensus to coordinate a silent auction with the proposed spring dance.

Action Items and person(s) responsible:

- Post a message on the Facebook page for baking donations: Assigned to Aimee, Courtney and Michelle.
 - Make a spreadsheet for volunteers to sign-up to work the baking booth: Assigned to Aimee
- Pyjama Day
 - i December 20th, 2024
 - ii Treat Idea – sock hop at lunch time. Ask parents to send a dollar and the students can purchase a treat i.e. chips, candy bags, etc.
- Rafflebox
 - i The first draw date has changed to December 20th, 2024.
 - ii Motion to spend up to \$2100 for stripe/raffle box fees.

MOTION TO APPROVE BY: Alison MacIntyre *SECONDED BY:* Courtney Derouin

- Fundraiser Schedule for the remainder of the year
 - i January bottle drive date - TBD
 - ii February
 - 1 Stawnichys fundraiser
 - a Volunteer(s) are needed to head it – put some thought into volunteering for it.
 - iii March Rafflebox
 - 1 Rafflebox 50/50 to end April 30th, 2025
 - iv April

- 1 Mother's Day or Easter Project at Deb's Greenhouse. Aimee will contact Deb.
- v May
 - 1 Kernels Fundraiser
 - a Volunteer(s) are needed to head it – put some thought into volunteering for it.
- vi June
 - 1 Cold Treat Days
 - a Dates TBD at a later date

9. New Business

- Alison to source two electric roasters. Motion to purchase to electric roasters up to \$500.

MOTION TO APPROVE BY: Courtney Derouin *SECONDED BY:* Tasha Collins

- Insurance for 2024/2025 year
 - i Courtney relayed the insurance company has reimbursed the PFA for the previous year and now those funds can be put towards insurance for this year.
- Grant Writer
 - i Motion for up to \$4000 grant writer fees for duration of the project up until completion

MOTION TO APPROVE BY: Tasha Collins *SECONDED BY:* Alison MacIntyre

- Parent/Teacher Interviews
 - i Proposal to set up a table to meet and greet parents to increase PFA visibility. With parent/ teacher interviews already underway, a later date will be set for this.
 - ii Allison – can we pin current fundraising initiatives at the top of the Facebook page. PFA members are encouraged to interact with the posts. We should start an Instagram page for the PFA. Motion to create an Instagram account.

MOTION TO APPROVE BY: Alison MacIntyre *SECONDED BY:* Mary LeBreton

- Leftovers from concession dance
 - i There is a 75 surplus of chips – suggested to donate the remaining chips to the teachers.
 - ii The opened box of chocolate bars will be used towards the sock hop.
- Babysitting
 - i Exploring the option to bring in HYPE as family engagement opportunity while council meetings are happening.

- ii Add babysitting as a standing payment. Motion to pay up to \$10 an hour to a babysitter for school meetings/council events.

MOTION TO APPROVE BY: Courtney Derouin *SECONDED BY:* Mary LeBreton

- Miscellaneous supplies
 - i Motion to spend up to \$150 a year on miscellaneous supplies.

MOTION TO APPROVE BY: Michelle Keller *SECONDED BY:* Mary LeBreton

- Purdy's
 - i Sent a free box of chocolates with the books, what would we like to do with it? Aimee suggested to save it just in case of any mix up. If no mix ups occur Alision proposed, we provide it to the custodian as appreciation of all the work she does.
- Cash Lock box
 - i Aimee purchased one for the Halloween Dance. Motion to reimburse the purchase of the lock box for \$ 40.82.

MOTION TO APPROVE BY: Alison MacIntyre *SECONDED BY:* Courtney Derouin

- Moriah – Is general spending done a lot online? If we purchase online, we can accumulate points (such as airmiles) to redeem for things like gift cards. Maybe look into this after the Instagram is established and we gain more followers.

10. Adjournment: *Motion by Aimee Blanchette to adjourn at 8:11pm. Carried unanimously.*

Next meeting: December 9th, 2024